

Village Board Meeting
April 2, 2014
Agenda

Exiting Trustees

- Thank you to Scott Lucey and Jim Sweeney

Swearing in of Officials

- Mayor Reagan swears in new Trustees Steve Robertson and Carman Bogle

Organizational Meeting

Schedule of Regular Board Meetings for April 1, 2014 to March 31, 2015

- The first Wednesday of each month is designated as the official meeting date for Village Board meetings, starting at 7 pm, at the Village Offices, 56 North Park Street, Cambridge, NY.

Appointments – motion to accept:

- Deputy Mayor – Rick Lederer-Barnes
- Auditors – Sara Kelly and to be determined
- Assessor – William R. McCarty
- Clerk, Deputy Treasurer – Lance Allen Wang – for a term ending April 1, 2015
- Treasurer, Deputy Clerk – Lester Losaw – for a term ending April 1, 2015
- Registrar of Vital Statistics – Lance Allen Wang
- Deputy Registrar of Vital Statistics – Lisa Austin-Cuddihy
- Court Clerk – Lisa Austin-Cuddihy
- Historian – Mary Anne McAvoy
- Librarian – Cynthia Maguire
- Librarian Assistants – Julie S. Weatherby, Gail M. Vogel, Sandy Kanonik, Laura Sedler, Heather Sweet
- Public Safety Officer – Chief George Bell
- Superintendent of Public Works – Michael J. Telford
- Youth Director – Meaghan J. Wilkins
- Zoning Enforcement Officer – Brian McKay
- Planning Board Chair – Richard M. Sweeney
- Zoning Board of Appeals Chair – John Schauer

Administration – motion to accept:

- Official Newspaper: The Eagle
- Official Depository: Glens Falls National Bank
- Mileage Rate: \$.55 per mile
- 2014 Smoking Policy
- Village Office Hours – see attached proposed hours

- Fee Schedule – see attached schedule – motion to accept
- Cambridge Volunteer Fire Department to be paid 18% of the 2014 Fire Contracts with the Town of White Creek, Town of Cambridge and Town of Jackson
- SPECIAL meeting may be called by the Mayor or Deputy Mayor upon notice of the official newspaper, The Eagle, and public postings
- Authorized signatures for all Village banking accounts be the following two signatures: Mayor Valerie Reagan OR Deputy Mayor Rick Lederer-Barnes AND Treasurer Lester Losaw OR Dep. Treasurer Lance Allen Wang per Internal Control Policy
- Fire Police appointments
 - Gerald Aiken
 - Timothy Jansen
 - Alvon Mccauley
 - William Allan Stearns
 - David Webster

Updates:

- Treasurer: Unpaid Vouchers
 - FD: Asbestos
 - Rick Lederer-Barnes: Ackley
 - Mayor: Attorney Applications
-
- Next Organizational Meeting will be April 1, 2015

Meeting ends approx. 8:00p, begin Budget Workshop

VILLAGE OF CAMBRIDGE
56 North Park Street
Cambridge, New York 12816

OFFICIAL DEPOSITORY

WHEREAS the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1: That the Board of Trustees designates the following institution, GLENS FALLS NATIONAL BANK, as depository of all monies received by the village treasurer, clerk, and receiver of taxes.

Section 2: This resolution is effective immediately.

ADOPTED: _____

EFFECTIVE: _____

VILLAGE OF CAMBRIDGE
56 North Park Street
Cambridge, New York 12816

SMOKING POLICY

It is the policy of the Village of Cambridge to fully comply with the State of New York's regulations pertaining to smoking in public and work places to wit: Section 1399-o of the Public Health Law, which stipulates that smoking shall not be permitted in indoor places of employment.

This policy is absolute and without local waiver authority.

This policy supersedes the Smoking Policy of the Village of Cambridge, New York dated May 4, 1992.

ADOPTED: _____

EFFECTIVE: _____

VILLAGE OF CAMBRIDGE
56 North Park Street
Cambridge, New York 12816

PAYMENT IN ADVANCE OF AUDIT

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1: That the Board of Trustees authorizes payment in advance for audit of claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2: That this resolution is effective immediately.

ADOPTED: _____

EFFECTIVE: _____

Mayor
Valerie Reagan
(518) 677-2622
mayorreagan@cambridgeny.gov

Village Board
Rick Lederer-Barnes, Deputy Mayor
Sara Kelly
Scott Lucey
James Sweeney

Village Clerk
Lance Allen Wang
(518) 677-2622
clerk@cambridgeny.gov

Treasurer
Lester Losaw
518-677-2622
treasurer@cambridgeny.gov

Department of Public Works
Mike Telford, Supervisor
(518) 677-3252
mtelford@cambridgeny.gov

Assessor
William McCarty
(518) 677-2622
assessor@cambridgeny.gov

Village Court
Philip Sica, Justice
Lisa Cuddihy, Clerk
(518) 677-8297
courtclerk@cambridgeny.gov

Cambridge-Greenwich Police
George Bell, Chief
(518) 677-3044
chiefbell@cambridgeny.gov

Fire Department
Harold Spiezio, III, Chief
(518) 677-3048
firechief@cambridgeny.gov

Zoning Officer
Brian McKay
(518) 677-2622
zeo@cambridgeny.gov

VILLAGE OF CAMBRIDGE

56 North Park Street
Cambridge, NY 12816
(518) 677-2622
Fax: (518) 677-3916
www.cambridgeny.gov

March 18, 2013

RECOMMENDATION FOR ADJUSTED OFFICE HOURS

In reviewing current office hours, I recommend shifting the Wednesday hours from the current 12:00p-4:00p to 2:00p-6:00p. This will provide a late afternoon/early evening option to the village's citizens, and additionally, it will leave office support in place immediately prior to monthly Wednesday Board Meetings.

I recommend we leave the remaining office hours the same.

Respectfully,


LANCE ALLEN WANG
Village Clerk

VILLAGE OF CAMBRIDGE
56 North Park Street
Cambridge, New York 12816

FEE SCHEDULE 2014-2015

SERVICE	2012-13	2014-15
Excavation by Permit/Fee	\$30.00	\$30.00
Tax Search by Clerk	\$12.50	\$12.50
Registrar Certificates	\$10.00	\$10.00
Police Reports	\$5.00 (resident)	\$5.00 (resident)
	\$10.00 (non-resident)	\$10.00 (non-resident)
Fingerprinting	\$20.00	\$20.00
Pistol Permit Fingerprinting	\$30.00	\$30.00
PLANNING BOARD		
Subdivision sketch plan	\$25.00	\$25.00
Minor sub-division	\$75.00	\$75.00
Major sub-division	\$250.00	\$250.00
Public Hearing Fee	\$100.00	\$100.00
Planned Development District	\$250.00	\$250.00
BUILDING PERMITS		
General Permit	\$10.00	\$10.00
Up to \$5000	\$10.00	\$10.00
Up to \$15,000	\$15.00	\$15.00
Up to \$25,000	\$20.00	\$20.00
Up to \$100,000	\$50.00	\$50.00
Up to \$1,000,000	\$100.00	\$100.00
Over \$1,000,000	\$250.00	\$250.00
Fence permit	\$5.00	\$5.00
Sign permit	\$5.00	\$5.00
Copy of Basic Zoning Ordinance	\$25.00	\$25.00
ZBA/Public Hearing Fee	\$100.00	\$100.00
Chicken Permit Fee	\$25.00	\$25.00
Returned Check Fee	\$35.00	\$35.00
Parade Permits	No charge	No charge
Notary Services	No charge	No charge

VILLAGE CLERK'S REPORT

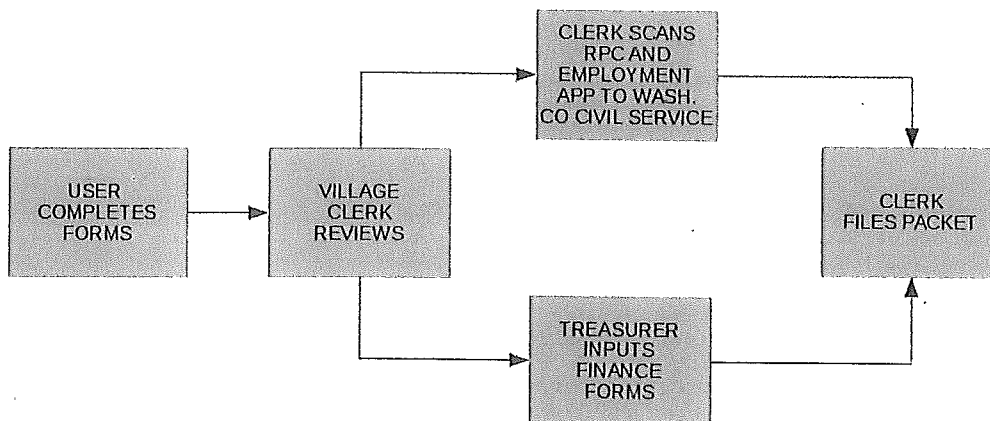
Significant Activities/Events March 2014

- Completed handover with Joanne McDowell and Norma Nilsson
- Registered with
 - o NYCOM (portal access)
 - o DMV (LENS access)
 - o NYSACVC (portal access)
 - o NYS DoH (Registrar appointment)
- Contacted Wash. Co. Emergency Management – registered and received copy of 2013 Emergency Management Plan; subscribed for updates
- Updated and streamlined personnel in-processing procedures and forms
- Created Certified Transcript of Birth template in MS-WORD to speed completion of requests
 - o Averaging approx. 2 birth certificate requests/day
- Designed/Facilitated Prioritization Workshop for Mayor/Board
- Wrote/submitted 3 press releases to Eagle
- Began overhaul of office filing system
- Passed Notary Exam and filed with State for license

**VILLAGE OF CAMBRIDGE
NEW HIRE PROCESSING CHECKLIST**

1. ☐ **Employment Application**
Complete both sides and sign in appropriate location on front side.
2. ☐ **I-9 Employment Eligibility Verification**
We need a photocopy of your driver's license PLUS your Social Security Card or Birth Certificate bearing a seal.
3. ☐ **W-4 Federal Withholding**
Ensure box 5 is completed showing number of allowances
4. ☐ **IT-2104 State Withholding**
Ensure box 1 is completed showing number of allowances
5. ☐ **Retirement System Election Form**
Accept or decline, sign, and date
6. ☐ **RS-5420 Membership form for Retirement System (NON-POLICE/FIRE ONLY)**
Complete 1-3 and 10-13 only if accepting enrollment in NYS Employee Retirement System
- ☐ **PF-5022 Membership form for Police and Fire Retirement System (FOR POLICE/FIRE ONLY)**
Complete 1-4 and 13-15 – required for ALL Police or Fire personnel
7. ☐ **Payroll Processing Information and E-Pay Option**
Complete Parts 2 and 3 only! Direct Deposit is optional but highly recommended.
8. ☐ **Acknowledgement of receipt and understanding of policies: Smoking, Sexual Harassment, Rules of Ethical Conduct, Equal Employment Opportunity, American with Disabilities Act.**
Signature must be witnessed.

Complete all paperwork and return to Lance Allen Wang, Village Clerk, at the Village Office, 56 North Park Street.



**Village of Cambridge
Policy and Procedure**

Internal Controls

For

**Check Signing; Approval of Vouchers; Bank Reconciliations; Payroll; Board
Financial Reports; Annual Financial Reports; Annual Audits and the
Enhanced Business System Accounting Software**

Approved by the Board August 7, 2013¹
For Immediate Implementation

FINANCIAL PROCESS	NAME OF PERSON RESPONSIBLE AS OF 8-1-2013	CONTROL ACTION
Signing of checks	First signature: 1. Lester Losaw 2. Lance Allen Wang Second signature: 1. Valerie Reagan 2. Rick Lederer-Barnes	All checks require <u>dual signatures</u> . First signature: Treasurer or Deputy Treasurer in the Treasurer's absence Second signature: Mayor or Deputy Mayor in the Mayor's absence
Approval of Vouchers		All purchases must be submitted for payment via voucher prepared by the vendor or Village clerk; vendor shall sign and date the voucher indicating they are billing for the purchase or service
		Exceptions: Utility bills may be paid pre-audit and reviewed after payment which include electric, phone , health insurance and internet services
		All vouchers shall be signed, dated, and submitted by the appropriate Department Head to the Treasurer or Deputy Treasurer for payment
		Deputy Treasurer or Treasurer enters vouchers into the Enhanced Business System.

¹ Admin update April 1, 2014 to populate Responsible Persons column with new staff/Trustees as appropriate.
LAW.

		Payments will only be authorized on original vouchers and/or original receipts/bills to avoid duplicate payments.
	1. Carman Bogle 2. Sara Kelly	Two designated Board member will approve vouchers for payment at time of monthly Board meeting
		Treasurer or Deputy Treasurer prepares checks.
		Treasurer or Deputy Treasurer will distribute checks
		The check stub is attached to the voucher and filed with the voucher by the Treasurer/Deputy Treasurer
		No checks shall be written that do not have a corresponding voucher/bill
		All blank checks are to be kept in a locked location in the Village Office that is controlled by the Treasurer and Deputy Treasurer
	1. Stephen Robertson	Quarterly (for the Village fiscal year) the assigned Board member shall look at the blank checks to ensure that all unissued checks are there and all of the checks are in numerical order. (June 1st, Sept 1st, Dec 1st, March 1 st)
Review of Bank Statements	1. Carman Bogle	Once a month bank statements will be given, unopened, to the assigned Board member.
		Board member reviews the statements by looking at, but limited to, the following – does the signature of the depositor have a relationship to the company/person the check is made out to; are checks made out to usual/recognizable and appropriate payees?
		The Board member signs and dates the bank statement signifying that they have reviewed it
Bank Reconciliations		The Treasurer or Deputy Treasurer will prepare bank reconciliations for each of the bank accounts using the Enhanced Business System.
		Bank reconciliations must include all outstanding checks and deposits.

	1. Carman Bogle	Bank reconciliations, with the bank statements, are then reviewed by the assigned Board member, who signs and dates the reconciliation indicating that they have reviewed and approved the reconciliation. Board member can review 2 to 3 months at one time.
		Checks that have not been cashed and are six months old will be addressed by the Treasurer or Deputy Treasurer and if not cashed cancelled.
Payroll		Employee time sheets must be reviewed and signed by the appropriate Department Head.
		Department Head and Village Office staff time sheets are reviewed and signed by the Mayor.
		Payroll is prepared by the Treasurer or in the Treasurers absence the Deputy Treasurer.
		The Treasurer enters payroll information into the Enhanced Business System.
		The appropriate withholdings and taxes are dispersed and appropriate transfers made
	1. Carman Bogle	Board member assigned reviews a complete payroll report listing all employees who received checks in a pay period, at random times during the fiscal year but at least quarterly. The Board member looks at pay rate, hours worked and for familiar employee names.
		The Board member assigned signs and dates the payroll report to indicate they have reviewed the report.
	1. Val Reagan 2. Sara Kelly	<u>Before</u> issuing the first payroll of the fiscal year the two Board members assigned review the pay rates for each employee to ensure that rates are correct and reflect any Board approved pay increases.
		The Board members assigned sign and date the first payroll report of the fiscal year indicating that the salary rates are correct.

Board Reports - Monthly		The Treasurer and/or Deputy will prepare an Operating Statement, Balance Sheet and Treasurers Report for every regularly scheduled Board meeting.
Annual Reports		The Treasurer and Deputy Treasurer will prepare the Annual Update Document (AUD) within 120 days of the end of the fiscal year.
		The entire Board will review the AUD prior to submission and sign and date the report indicating that it is a correct representation of the Village's fiscal affairs.
Annual Audits		The Board shall engage an outside accounting firm or utilize a finance committee to conduct an annual financial review and/or audit each year, required by Municipal Law 4-408.
		Every two years the Board shall engage the services of an accounting firm to perform an audit of the Village's financial records.
Enhanced Business System Security	1. Lester Losaw 2. Lance Allen Wang 3. Val Reagan	Each computer that has access to the Enhanced Business System shall be password protected. The Treasurer, Deputy Treasurer and Mayor may have the passwords
		The Village office desk top computer will have the main copy of the Enhanced Business System software.
		The Village Office laptop computer will have secondary access to the Enhanced Business System software.
		The Enhanced Business System software shall be password protected.
	1. Lester Losaw 2. Lance Allen Wang	The Treasurer and Deputy Treasurer shall have full access to the Enhanced Business System.
	1. Val Reagan	The Mayor shall have read-only access to the Enhanced Business System.

	1. Lester Losaw 2. Lance Allen Wang 3. Val Reagan	Enhanced Business System Company employees may be granted access to the Village's Enhanced Business System from time to time, to help with technical difficulties and overall recordkeeping with approval of the Treasurer, or Deputy Treasurer, or Mayor
Enhanced Business System Backup		The Enhanced Business System shall be periodically saved to thumb drives, but not less than once per month.
	1. Lester Losaw 2. Lance Allen Wang	The Treasurer and Deputy Treasurer will each have a thumb drive copy which they will take home with them. A third copy will be saved to the cloud (when that technology is available.)

VILLAGE HISTORIAN REPORT – MARCH 2014

Records Center Operation:

- (1) Please notice the display case in the hallway. Exhibits will be changed regularly.
- (2) Continue to work on the organization of the collections of post cards and photos.
- (3) Routine work – re-inventoried File #3 as information and missing minute books were found; updated access binder.
- (4) Considerable time was spent on research this month.
- (5) Routinely check emails.

Records Management Policies and Procedures

The Records Management Policy and Procedures Manual (as recommended by the NYS Archives) is available for anyone wishing to view it.

In addition, the Access Binder is also available. This is the binder that lists all our holdings in the Records Center for research by the public.

Public Access:

Email re genealogy

Email re family history

Phone request for information on one-room schools and followup
emails to further search a particular teacher

In-house request to search for Zoning and Planning Boards minute books

Mary Anne McAvoy
Village Historian

Dated March 31, 2014

Monthly Report

March 2014

TOTAL VEHICLE MILEAGE:

Unit 110 2010 Jeep Grand Cherokee 49,283 miles

Unit 111 2009 Ford Crown Victoria 123,001 miles

Unit 112 2011 Ford Crown Victoria 68,225 miles

Unit 113 2013 Ford Police Interceptor 24,112 miles

CASE LOAD:

Officers handled Twenty Six (26) reportable cases from March 1, 2014- March 31, 2014. This brings the total criminal cases handled from January 1 2014 to March 31, 2014, to Seventy Three (73).

A total of Thirteen (13) individuals were arrested and charged with a total of Thirty Six (36) various charges.

A total of Thirty One (31) people have been arrested so far this year.

Officers also handled Twenty Seven (27) calls for service from March 1, 2014 – March 31, 2014 over and above the Twenty Six (26) reportable cases that are reported to the Division of Criminal Justice Service.

There were Two (2) Driving While Intoxicated arrests in March 2014

There was (0) property damage accident investigated during the Month of March 2014

A total of Sixty Two (62) traffic tickets were issued between March 1, 2014 and March 31, 2014.

Total of 124 Traffic tickets have been issued since January 1, 2014

.....
We need to accept the resignation of Officer Trisha Jansen that was effective March 19, 2014. I will address the issue of not filling that position in budget workshop!!!

VILLAGE OF CAMBRIDGE

DEPT. OF PUBLIC WORKS

DPW SUPT. Michael J Telford

REPORT FOR THE MONTH OF MARCH 2014 MAN HOURS.

1. Street Maintenance	64	2. Building & Grounds	60
3. Brush & Leaves	00	4. Snow & Ice Removal	224
5. Equipment Maint.	40	6. Sidewalk Plowing	58

Full time hrs. 335

Part time hrs. 102

OVER TIME HOURS 9

TRUCK MILEAGE 2014

2011 DODGE	Start 25701	Finish 26266	Total 565
2011 INT	Start 7366	Finish 7461	Total 95
93 INT	Start 119865	Finish 120019	Total 154
78 MACK	Start 231261	Finish 231261	Total 00

EQUIPMENT HOURS 2014

Loader	Start 7650	Finish 7668	Total 18
Tractor	Start 3125	Finish 3137	Total 12
Sweeper	Start 4999	Finish 4999	Total 00
Washer	Start 1198	Finish 1200	Total 02

FUELS USED 2014

Gasoline DPW 110

White Creek Highway Dept. Gasoline 162 gal

Town of Cambridge Gasoline 213 gal

Cambridge Fire Dept. Gasoline 00 gal

Diesel DPW 168 gal

Diesel Cambridge Fire Dept. 102 gal

Cambridge Village Clerk

From: cambridgeyouth@gmail.com on behalf of Meaghan Wilkins
<youth@cambridgeny.gov>
Sent: Tuesday, April 01, 2014 8:53 AM
To: Val Reagan; clerk
Subject: Youth Report
Attachments: CYC2014.pdf

Happy to announce that the 2014 Summer Registration forms are ready and published! I have attached them for your information. Looking forward to a great summer!

We have a great staff, most of which are returning members. We'll be meeting in May for CPR Training as well as camp procedure and policy training, which will include the conflict resolution/bullying piece.

We received a \$500 donation from the Stewart's Holiday Match for the summer program! Thank you to them for their generosity!

All is set with the Brieman Building in the afternoons. Working on setting up some walking trips to the library and community garden.

See you tomorrow evening!

--

Meaghan Wilkins
CYC Director
56 North Park Street
Cambridge, NY 12816
518-677-3086

CAMBRIDGE VALLEY SUMMER DAY CAMP

At Lake Lauderdale & the Brieman Building

Administered by the Village of Cambridge Youth Commission

Schedule & Times

DATES - The program begins on **July 7th** and ends on **August 15th** opening Monday through Friday.

EARLY DROP-OFF (7:00am-8:45am)

If you need to drop your kids off before 9am, no problem! We are at the lake beginning at 7am

MORNING ENRICHMENT PROGRAM

(9 – 11:30am) - The morning portion will feature a variety of workshop and activities that you may choose to have your child participate in. Each week, a new set of courses will be offered. Experienced staff and teachers are eager to help your child have an enriching summer!

AFTERNOON COMMUNITY CAMP (11:30am – 5:30pm)

Following our Morning Enrichment Program we'll have recreational swim time. Then we'll travel by bus to the Brieman Building in the Village of Cambridge where we'll have lunch and gear up for an afternoon of fun. Arts, music, sports, walking trips, gardening, cooking are just some of the activities that are planned. We hope to visit the Public Library, the school playground, community garden and more! Weekly schedules will be provided so campers are prepared for the activities. Pick up will be between 5 and 5:30 at the Brieman Building.

Rates

MORNING ENRICHMENT PROGRAM – Thanks to the contributions from local municipalities, the Washington County Youth Bureau and our sponsors. **There is no fee to participate** in the Morning Enrichment Program for children in participating Towns/Villages. Be sure to thank your Town and Village representatives as well as our sponsors for helping to provide this program to your children. These include the Town and Village of Cambridge, The Town of Jackson, the Town and Village of Salem and the Town of White Creek. **Children living outside these towns are required to pay \$150/summer or \$30 per week.**

FULL DAY CAMP PROGRAM – \$90/week or \$20/day

7am-5:30pm

Families with three or more children may pay a family rate of \$250/week or \$55/day

EARLY DROP-OFF PROGRAM – \$25/week or \$6/day

7am-9am

Children who are routinely dropped-off early will be charged for this service. No family rate for early drop off.

SCHOLARSHIPS – We want every child to be able to participate in the summer program regardless of their family's financial status. **Please contact us to ask about scholarships! Call our Director Directly, Meaghan Wilkins, 677-3086 to inquire or email youth@cambridgeny.gov.**

Odds and Ends

WHO CAN PARTICIPATE? All children who will be in Pre-K to 8th grade in the fall of 2014.

DROP-OFF/PICK-UP: Many cars drop-off and pick-up at the lake at 9am and 11:30am. For efficiency and safety you **MUST** park in the parking lot and walk your child(ren) to the check in person at the pavilion. **DO NOT STOP IN THE ROADWAY.**

PREPARING FOR CAMP: If your child is signed up for swimming lessons, please send them with their swim suit under their clothes and please apply sunscreen. Also, please go over our CAMPER GUIDELINES page with them.

WHAT TO BRING: Dress child comfortably and in clothes and shoes appropriate for a variety of activities. Sneakers are recommended. **NO FLIP FLOPS** Please also bring: Backpack, reusable water bottle, swimsuit & towel, waterproof sunscreen, extra clothes, bagged lunch and/or snacks.

MONEY: Children may bring money to use at our snack bar, but other than that money is not necessary. If you do not wish to send money with your child you may purchase a **snack bar card when you register**. This card will be kept on file with CYC staff, so your child won't be in danger of losing it. This also helps prevent theft or other problems that arise over money.

Enrichment Program Course Descriptions

Counselor in Training Program

Campers ages 13-15 may enroll in our CIT program. They will get valuable volunteer experience by assisting our staff during camp. *CIT's may attend the afternoon program for 50% off the normal rate.*

Reading & Art Instructor: Jill McDonald

Reading Rainbow - Enjoy reading, theater, arts and crafts all at the same time! We will share stories and have an accompanying activity. A new story each day! For children Pre-K – 2nd grade.

Harry Potter Active Book Club - Enter the wizarding world of Harry Potter by exploring the first book, competing as houses through reading, crafts, trivia and quidditch. Grades 3 & up.

Sports Instructor: Sara Tironi

Soccer - Beginners will learn and improve their basic skills through drills and games. The advanced will focus on building upon already acquired skills, learning game strategy and fine tuning fundamentals.

Basketball - Beginners will learn and improve their basic skills through drills and games. The advanced will focus on building upon already acquired skills, learning game strategy and fine tuning fundamentals.

Volleyball - Children will learn skills and rules for volleyball. While this is open to all ages, it is more appropriate for children who are older and willing to learn the proper techniques.

Camp Games 1 - Designed for younger children who love to be active this class includes popular organized games like kickball, tag, Red Rover and other popular favorites!

Camp Games 2 - Specifically for our older campers this class will include high energy activities like flag football, capture the flag, scavenger hunts, kickball and more!

Track & Field - Participants will enjoy participating in various running and field events, with a mini Olympics on the last day. We'll also add a few events like the three legged race and a sack race!

Science Instructor: Hannah O'Grady

Earth Science - Find out how fossils are formed by looking at different fossils and making your own replicas! Look at and identify rocks and minerals. Make your own water filtering gadget.

Chemistry - Do fun experiments like making your own paper. Make gooey things like slim and silly putty. Learn about the strange behavior of gases and super absorbent crystals. Discover the difference between acids and bases.

Engineering - Engineering

Work in small groups to build towers, machines and boats out of simple materials. Build a container to protect a raw egg.

Leaves & Trees - Go on a scavenger hunt to find leaves and other things found in a forest. Learn to identify leaves. Make artwork with just paint, leaves and tree bark.

Birds & Insects - Look at bird's nests and try to build your own nest. Learn about beehives and bees. Go on a scavenger hunt for insects and look at them under a magnifying glass. Identify birds and their habitats and behavior.

Science & Art - Combine science and art by learning about the science behind different art projects! We will be making crafts such as kaleidoscopes, glitter globes, bird feeders, and more!

Swimming Lessons

Swimming lessons are available for all children all summer. Abilities will be assessed and children will be placed in skill appropriate groups. Our instructors will follow the American Red Cross Learn-to-swim curriculum and are supervised by Water Safety Instructor Meghan Wilkins. A certified lifeguard watches all lessons.

We want all children to have the opportunity to take lessons, please do not sign up for swimming every week and consider other courses listed above.

CAMBRIDGE VALLEY
SUMMER DAY CAMP

Registration due June 1st

(\$ 10 late fee after above date)

MAIL FORMS TO:
Meaghan Wilkins
65 State Route 372, Cambridge, NY 12816 OR
DROP OFF AT:
Village of Cambridge Clerk's Office
56 North Park Street, Cambridge

CHILD'S NAME _____ NICKNAME _____

BIRTHDATE _____ GENDER _____ RACE (For grant records) _____

FALL 2014 Grade _____ HAVE YOU BEEN TO CYC CAMP BEFORE: Y N

PARENT OR GUARDIAN _____

HOME ADDRESS _____
(street address) (city & state) (zip)

PHONE NUMBER _____
(home) (work) (cell)

EMAIL _____

Please circle where you live: (This is where your home's property taxes are paid, if you rent please inquire with your landlord)

Town of Cambridge

Town of Jackson

Town of Salem

Town of White Creek

Village of Cambridge

Village of Salem

Other _____

Please list up to four people who are authorized to pick-up your child other than those listed on the Parent or Guardian Line. Your child will not be released to anyone but the five people listed on this form. A photo ID may be required by these adults, please inform those on this list.

1. _____

2. _____

3. _____

4. _____

Children who qualify for FREE or REDUCED lunch at school may order a bagged lunch provided by the Cambridge Food Pantry. A suggested donation of .50 cents/day is requested, but not mandatory. Please check here _____ if you qualify and would be in need of a bagged lunch for your child.

CAMBRIDGE VALLEY SUMMER DAY CAMP

Name _____

Fall 2014 Grade _____

PART 1 – FREE MORNING ENRICHMENT PROGRAM 9-11:30AM

For each week please choose your 1st, 2nd and 3rd choices for Enrichment Courses by writing 1, 2 or 3
Age restrictions on some activities. Please refer to course descriptions for more information.

July 7-11th

- ___ Camp Games 1 (ages 4-7)
- ___ Swimming Lessons
- ___ Volleyball
- ___ Earth Science
- ___ CIT

July 14-18th

- ___ Beginner Basketball (ages 4-7)
- ___ Swimming Lessons
- ___ Camp Games 2
- ___ Chemistry
- ___ CIT

July 21-25th

- ___ Track & Field
- ___ Swimming Lessons
- ___ Engineering
- ___ Reading Rainbow PK-2nd
- ___ CIT

July 27-Aug 1st

- ___ Beginner Soccer (ages 4-7)
- ___ Swimming Lessons
- ___ Leaves & Trees
- ___ Harry Potter Club (3rd+)
- ___ CIT

Aug 4-8th

- ___ Camp Games 1
- ___ Swimming Lessons
- ___ Birds & Insects
- ___ Advanced Basketball (8+)
- ___ CIT

August 11-15th

- ___ Advanced Soccer (8+)
- ___ Swimming Lessons
- ___ Science & Art
- ___ Camp Games 1
- ___ CIT

PART 2 – FULL DAY CAMP PROGRAM (7AM-5:30PM)

Please check all weeks your child will attend the full day program (\$90/week)

___ July 7-11 ___ July 14-18 ___ July 21-25 ___ July 27-Aug 1 ___ Aug 4-8 ___ August Aug 11-15

PART 3 – EARLY DROP OFF (7AM-9AM)

Please check all weeks your child will attend the afternoon program (\$25/week)

___ July 7-11 ___ July 14-18 ___ July 21-25 ___ July 27-Aug 1 ___ Aug 4-8 ___ August Aug 11-15

Payment Calculation

_____ FULL DAY CAMP WEEKS x \$90\$ _____

_____ EARLY DROP OFF WEEKS x \$25\$ _____

_____ Snack Bar Cards x \$10.....\$ _____

\$10 late fee if completed after June 1st\$ _____

Total Due.....\$ _____

Deposit (Must be at least \$75).....\$ _____

Balance (Total minus deposit. Due by July 1).....\$ _____

Make checks payable to Village of Cambridge

SALEM BUS FEE: \$25/CHILD OR \$40/FAMILY. Make check payable to Town of Salem

MEDICAL FORM & RELEASE STATEMENT

Registration Not Accepted Unless Medical Form is Complete, including copy of Immunization Record

NAME _____ BIRTH DATE _____ GENDER _____

HOME ADDRESS _____

Street Address _____ City _____ State _____ Zip _____

CONTACT INFORMATION IN CASE OF EMERGENCY

MOTHER'S NAME HOME PHONE # WORK PHONE # MOBILE PHONE # _____

FATHER'S NAME HOME PHONE # WORK PHONE # MOBILE PHONE # _____

EMERGENCY CONTACT HOME PHONE # WORK PHONE # MOBILE PHONE # _____

INSURANCE INFORMATION

IS THE PARTICIPANT COVERED BY FAMILY MEDICAL/HOSPITAL INSURANCE? _____ YES _____ NO

IF SO, INDICATE CARRIER OR PLAN NAME _____
GROUP # _____

MEDICAL TREATMENT AUTHORIZATION

This health history is correct and complete. The person described in this form has permission to engage in all camp activities except as noted within. I hereby give permission to the Village of Cambridge Youth Department to provide, seek, and consent to routine health care, administration of prescribed medications, and emergency treatment for me/my child, as may be necessary, including, but not limited to x-rays, routine tests and treatment, and/or hospitalization. I also give permission for the camp to arrange related transportation. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Village of Cambridge Youth Department to secure and administer treatment, including hospitalization, for the person named above.

Signature of Parent or Guardian: _____ Date _____

Printed Name _____ Relationship to camper _____

ALLERGIES

_____ No known allergies _____ This camper is allergic to: _____ Food _____ Medicine _____ Environmental
Please describe below any allergies and the reaction seen: _____

HEALTH HISTORY Please list any health or behavioral issues below. (Included an additional sheet if necessary)

IMMUNIZATIONS

Attach a copy of your child's up-to-date immunization record to this form or fax to 518-677-8323.

Children will not be placed in enrichment courses unless this form is on file. Registration on hold until we receive it.

Please check all over the counter medicines you would allow your child to have at camp:

_____ Tylenol _____ Motrin _____ insect repellent _____ sunscreen _____ anti-itch cream
_____ antibiotic ointment _____ Benadryl _____ first aid cream

Parent Signature _____ Date _____

Physician Signature _____ Date _____

Village of Cambridge Youth Recreation Program Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Village of Cambridge Youth Recreation Programs bullying is inexcusable, and we have a firm policy against all types of bullying. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their experience. Our leadership addresses all incidents of bullying seriously. We train our staff to promote communication within the staff and camp participants so both staff and participants will be comfortable alerting us to any problems during their time at our programs. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great experience at the Village of Cambridge Youth Recreation Program.

The following page is the list of guidelines we expect all staff and participants of the Village of Cambridge Youth Recreation Programs to follow. While, these guidelines address more than bullying, they stand as our program's discipline policy

Village of Cambridge Youth Recreation Program Guidelines

1. Respect staff and other participants by not using foul, hurtful or obscene language or engaging in physical violence, bullying or other aggressive behaviors that threaten the safety and well being of others.
2. Do not intentionally damage the property or supplies used at the program.
3. Put back supplies in their proper place after using them and clean-up work/play areas properly.
4. Listen carefully to directions and when someone else is talking.
5. Respect designated quiet areas, such as homework/reading area.
6. Stay within the programs designated areas within the school building/grounds or Lake Lauderdale Park.
7. Cooperate and participate in organized activities.
8. Participants are responsible for their own belongings and should leave valuables at home.
9. Inappropriate materials such as weapons, cigarettes/drugs, alcohol, or anything illegal are not allowed at the program.

Bad Language/Abusive Teasing Consequence Schedule

- 1st Time: Verbal warning
2nd Time: Loss of privilege, *guardian notified from this point forward*
3rd Time: 1-day suspension from program
4th Time: 1-week suspension from program
Next occurrence child is removed from the program.

Physical Violence & Inappropriate Items Consequence Schedule

- 1st Time: Removal from situation, loss of privilege,
guardians of all parties involved notified from this point forward
2nd Time: 1-day suspension from program
3rd Time: 1-week suspension from program
Next occurrence child is removed from the program

- *In the instance that a child is in possession of an illegal item police will be notified*

- *If a child is removed from the program, re-entrance will only be allowed after meetings between Director/Family result in a satisfactory assessment and plan of that child's participation in the program.*

I, _____, have read and understand the Anti-Bullying Policy and Program Guidelines for the Village of Cambridge Youth Recreation Programs.

Date _____ Signature _____